

**RECORD OF  
DOWNTOWN DEVELOPMENT AUTHORITY/GRAYLING MAIN STREET  
PROCEEDINGS REGULAR MEETING HELD ON THE  
9th DAY OF NOVEMBER 2023  
1020 CITY BOULEVARD, GRAYLING, MICHIGAN**

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**I. Meeting called to order by Swander at 8:34 A.M.**

**II. Roll Call**

Members Present: Stonehouse, Swander, Podjaske, Pettyjohn, Millikin

Members Absent: Huber, LaFontaine

Also in attendance: Lori McGeorge (City Clerk), Wyatt Thompson, Mara Braciszewski (remote)

**III. Public Comment**

None

**IV. Approval of Agenda**

**23-030**

**Moved by Pettyjohn, seconded by Millikin to approve the agenda with the addition of “Resignation of Heather Hatfield” as item D under New Business.**

**Roll Call Vote**

**Ayes: 5 Nays: 0 Abstain: 0, Absent: 2, Vacancies: 2.**

**Motion Carried.**

**V. Approval of Consent Agenda**

DDA/GMS Meeting Minutes for Tuesday, October 17<sup>th</sup>

**23-031**

**Moved by Pettyjohn, seconded by Stonehouse to approve the October 17<sup>th</sup> meeting minutes**

**Roll Call Vote**

**Ayes: 5 Nays: 0 Abstain: 0, Absent: 2, Vacancies: 2.**

**Motion Carried.**

**VI. Guest Presentation**

**A. TIF Plan: Mara Braciszewski**

**Implementation/Planning** – The board participated in discussion with Mara’s virtual presentation.

**VII. Treasurer Report**

Swander & Podjaske met last week to go over the budget.

**VIII. City Manager’s Report**

City Manager Podjaske updated the board about the prior month’s activities including updates regarding the a possible soon to be application for a DDA Liquor License for the D & S building, the Shell Station has been demo’d and the Audit was done last week.

**IX. Main Street Chair Update**

- A. **Michigan Main Street Status** – Swander spoke about the letter regarding Michigan Main Street with the consensus to remain in the program at an “Engaged” level.

**23-032**

**Moved by Podjaske seconded by Pettyjohn to remain in the Michigan Main Street program at an “Engaged” level.**

**Roll Call Vote**

**Ayes: 5 Nays: 0 Abstain: 0, Absent: 2, Vacancies: 2.**

**Motion Carried.**

- B. **Co-op advertising invoices sent, follow-up needed.** - Swander provided update with no one paying. Millikin will contact businesses that remain unpaid.
- C. **Director application response sent** – Wyatt Thompson had applied for the director position; however, the board cannot hire at this time. He remains interested in possibly serving as a board member.
- D. **Veteran’s Banner** – Podjaske indicated that there were two banners to be put up. Another banner was ordered and paid for but is unable to be made before Veteran’s Day due to print problems at Xpress Copy. Will offer to refund her money or wait to have them printed.
- E. **Trunk or Treat** – Swander discussed that there were a lot of people there with the consensus being that in the future advertising for the event needs to be started earlier.

**X. Unfinished Business – DDA**

**A.) State of Properties – Downtown Project Updates**

Podjaske already discussed this in the City Manager’s Report.

- B.) Farmer’s Market** – They are done for the year, Podjaske is going to meet with them in regards to next year.

**C.) Christmas Walk** – Everything seems to be on track. Podjaske is adding a request to the next City Council meeting regarding waiving fees and/or forms for peddler’s permits during the Christmas Walk. Currently non-profits do not have to pay; however, for profit businesses do. Also, the social media campaign is going well.

**XI. New Business – DDA**

- A. 2024 Meeting Schedule (initial discussion – draft for vote at next meeting)** – Days and times were discussed by the board. Work sessions will be scheduled by each committee chairman and the schedule will be finalized for vote at next meeting.
- B. 2024 Event Schedule** – Tabled for next meeting.
- C. Chamber Annual Membership Renewal \$150** – The DDA should not have to pay this fee; Podjaske will talk with the Chamber.
- D. Resignation of Heather Hatfield** – Hatfield has resigned as she is re-locating to Marquette.

**23-033**

**Moved by Pettyjohn seconded by Millikin to accept Heather Hatfield’s resignation.**

**Roll Call Vote**

**Ayes: 5 Nays: 0 Abstain: 0, Absent: 2, Vacancies: 2.**

**Motion Carried.**

**XII. MS Committee Report**

**A.) Org Committee**

None

**B.) Design**

Podjaske is waiting on exterior plans for The Curator

**C.) EV Committee**

TIF Plan is moving forward

**D.) Promotions Committee**

Christmas Walk & parade

**XIII. Community Meetings Update**

**A.) CCEDP (Crawford County Economic Development Program)**

A tech business is looking at a potential location within the Industrial Park due to its proximity to Camp Grayling

**B.) Historical Museum**

**C.) GPA**

Festival of Trees is up.

**D.) Rotary**

**Huber is taking over at the Rotary with an Amphitheatre coming.**

**E.) Chamber of Commerce**

Haleigh has resigned and two people having been interviewed. The furniture that is left from MMS is going to be sold on Facebook Marketplace.

**F.) Camp Grayling**

None

**XIV. Public Comment**

None

**XV. Member Comments**

Pettyjohn spoke on trash pickup being early in the morning

**XVI. Correspondence**

**XVII. Adjournment**

**23-034**

**Moved by Pettyjohn seconded by Millikin to adjourn the meeting.**

**Roll Call Vote**

**Ayes: 5 Nays: 0 Abstain: 0, Absent: 2, Vacancies: 2.**

**Motion Carried.**

Chair Swander adjourned the meeting at 10:17 A.M.